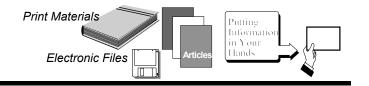
National Agricultural Library Document Delivery Services



Services Available to Individuals (non-USDA)

The National Agricultural Library (NAL) supplies agricultural materials not found elsewhere to other libraries and information centers. Submit requests **first to your local library resources**. In the United States, possible sources are public libraries, state libraries, land-grant university or other large research libraries within a state. In other countries submit requests through major university, national, or provincial institutions. If the publications are not available from these sources, have your library submit requests to NAL with a statement indicating their non-availability. Submit one request per page following the information below.

Information for the Library

The following information is provided to assist your librarian in obtaining the required materials.

Interlibrary Loan Service

Photocopies are available on interlibrary loan for a fee. Willingness to pay charges must be indicated on the form. Submit a separate interlibrary loan form or request for each item. If the citation is from an NAL database (AGRICOLA, *Bibliography of Agriculture*, or the NAL Catalog) and the call number is given, please include it. Materials in NAL's collection are loaned only to other U.S. and Canadian libraries. The following materials are not loaned: serials; rare, reference, and reserve books; microforms; and proceedings of conferences or symposia. Photocopy or microform of non-circulating publications may be requested for a fee provided that the request does not exceed 50 pages per item. Please refer to the Services Available to Libraries, Institutions and Organization page, www.nal.usda.gov/ddsb/ddslib.htm, for information on how to format and submit a request.

Fees

Willingness to pay fees must be indicated on the request. Fees are as follows:

- Photocopy from paper, or paper copy of microfilm and microfiche for domestic delivery \$13.00 up to 50 pages. Photocopy from paper, or paper copy of microfilm and microfiche for international delivery \$16.00 up to 50 pages. (International delivery via Internet is \$13.00.)
- Loan of material within United States \$15.00 per loan
- Duplication of NAL-owned microfilm \$20.00 per reel
- Duplication of NAL-owned microfiche \$13.00 for each 5 fiche

Invoices are issued quarterly and each invoice will include an additional \$10.00 billing fee. Unpaid invoices which require re-billing in the following quarter will incur an <u>additional</u> \$10.00 fee.

Billing

Charges include postage and handling, and are subject to change. Invoices are issued quarterly by the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161.

Phone: (703) 605-6640. **DO NOT SEND PREPAYMENT.** Establishing a deposit account with NTIS is encouraged. For information about payment options or setting up a deposit account please contact NTIS at (703)605-6640 or eyates@ntis.gov.

Send Requests to:

USDA, National Agricultural Library, Document Delivery Services Branch, Photolab, 10301 Baltimore Ave., Beltsville, MD 20705-2351

FAX: 301-504-5675 Ariel IP address: ariel.nal.usda.gov E-mail: lending@nal.usda.gov

Contact: Access Services Librarian,(301) 504-5755 or e-mail access@nal.usda.gov.